



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, Room 619 • Fort Lauderdale, Florida 33301

To City of Fort Lauderdale Vendor:

The City of Fort Lauderdale Procurement Services Division is currently updating our vendor database. Please complete and return either by fax: (954) 828-5576, Email: [sgordon@fortlauderdale.gov](mailto:sgordon@fortlauderdale.gov) or mail: 100 North Andrews Avenue, Room 619, Fort Lauderdale, FL 33301. **A current W-9 must be submitted with this form.** It would be beneficial to complete and return in a timely manner.

Vendor Name: \_\_\_\_\_  
(Name that is registered with the State of Incorporation. If an Individual, please provide full name)

DBA: (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country \_\_\_\_\_

Remit to Address: \_\_\_\_\_  
(if different from mailing)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \* \_\_\_\_\_

Toll Free: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Federal ID #: \_\_\_\_\_ or SS# \_\_\_\_\_

Will your firm accept P-Card payments via: VISA, Yes \_\_\_\_\_ No \_\_\_\_\_

MasterCard, Yes \_\_\_\_\_ No \_\_\_\_\_

**FAILURE TO PROVIDE THIS INFORMATION MAY DELAY YOUR ORDER AND/OR  
PAYMENT.**